



Artemis will significantly improve efficiencies across State, county and municipal agencies in addressing many of the records management functions, processes, and services offered by the New Jersey Division of Archives and Records Management (NJDARM) in accordance with the Destruction of Public Records Act (Chapter 410, PL 1953.) Artemis provides a Web interface that allows county and municipal governments to access the following functions:

- Search and download agency-specific retention schedules in a variety of formats.
- Request and Authorization for Records Disposal electronic submission with online status updates.
- Online access to authorized disposition requests.
- Maintain agency profile, including information on certified digital and microform imaging systems in use at an agency, and creation of multiple user accounts per agency.
- Link to electronic records inventory management systems maintained by individual counties and municipalities for automated records disposition requests.

RECORDS	RETENTION AND DISPOSITION SCHEDULI	E AGENCY NUMBER M910000	SCHEDULE NUMBER	PAGE NUMBE		
DEBARTMENT	tilities and Authorities			1		
DEFARIMENT	cilities and Authorities	AGENCY REPRESENTATIVE	Harry Mansmann			
DIVISION		TITLE Supervising Admi	inistrative Analyst			
BUREAU		(AREA CODE) TELEPHONE NUMBER (609) 292-0506				
continuing value t	VAL: Unless in litigation, the records covered by this scheo to the State of New Jersey and will be disposed of as indicate	ed in accordance with the law	r retention periods, will and regulations of the St	be deemed ate Records		
This schedule will I	pecome effective on the date approved by the State Records	SECRETARY STATE RECORDS COMM	ATTES CHINATURE	TOATE		
& Harry XM	burnoun intelar	Dentelle	de	21 . 4		
SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPO		
	WATER Monitoring					
0001-0000	Contract and Specifications File - Constructi	on Permanent		Perman		
0002-0000	Chart File - Daily Pumping and Chlorine Rate	6 yrs		Destro		
0003-0000	Emergency Operating Procedures Report	Permanent		Perman		
0004-0000	Water Reports File Reports reflecting all aspects of water treatment, usage, and analysis: flow, pre-	30 yrs		Des		
	treatment, quality, filtration, chlorination and consumption.	on,	-			
0005-0000	Water Level Register - Water Tank and Reserve	oir 30 yrs		Dest		
0006-0000	Pumpage Log - Flow, Level, Pumpage, and Press	sure 30 yrs		Dest		
0007-0000	Reservoir Status Report File (Copy) Reservoir status reports reflecting water, environmental, and structural conditions. Original maintained by the Department of Environmental Protection.	Persianent		Perman		

Before
ARTEMIS,
retention
schedules were
only available in
an unsearchable
pdf format and
updates could
not be posted
right away.

Artemis ECODO RETENDO AND DESCRIPTO MANAGEMENT SOFTEM REPORTS RECORDED MANAGEMENT SOFTEM REPORTS REPORTS					Home My Profile Contact Us Help FAQ				
					- H200000 <u>LOGOUT</u>				
Search Retention Sche	dule								
Organization Type:	ALL 💌		Agency Code:						
Agency Name:		O Starts With Contains	Record Series	#:	-				
Schedule #:	Status Published	~	Record Series	Title: animal		O Starts With ⊙ Co	ntains		
Citation:		Starts With Contains	Description:			O Starts With ① Co	ntains		
		Searc	h Clear						
Search Results									
howing Records 1 to 6 of	f 6						Page: 1 of		
	Agency	Schedule #	Status	Record Series ₽	Record Series Title	Citation	Actio		
00000-MUNGCIPAL CLERK		904	Published	0002-0001	Animal Companion File - Cat and Dog Tags	-N/A-	Detai		
200000-MUNGCIPAL CLERK		904	Published	0002-0002	Animal Companion File - Bite Cases - Adult	-N/A-	Detai		
00000-MUNGCIPAL CLERK		904	Published	0002-0003	Animal Companion File -Bite Cases -Minor	-N/A-	Detai		
000000-MUNICIPAL CLERK		904	Published	0002-0004	Animal Companion File - Damage Report	-N/A-	Detai		
2000000-MUNOCIPAL CLERK		904	Published	0002-0005	Animal Companion File - Census Repot	-N/A-	Detai		
200000-MUNICIPAL CLERK		904	Published	0002-0006	Animal Companion File - Cat and Dog License	-N/A-	Detail		
howing Records 1 to 6 of	16						Page: 1 of		

ARTEMIS
provides easily
searchable,
online access to
all retention
schedules with
updates made
available
instantly.